

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES
MONDAY, DECEMBER 18, 2023

President Delorit called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance followed.

Board Members Present: Dan Delorit, Lisa Uribe Harbeck, Jim Miller, Amy Luft, Mary Pat Fenton, and Clark Evans

Board Member Absent: Dave Armstrong

Staff/Officials Present: Village Administrator Jesse Thyes, Director of Community Development/Assistant Village Administrator Jessica Wolff, Director of Administrative Services Paul Styduhar, Director of Public Works/Village Engineer Amber Thomas, Assistant Utility Director/Engineer Brecken Gries, Parks and Recreation Director Chad Hoier, Village Attorney Michael Herbrand, and Village Clerk Kaity Olsen

Others present: members of the community

MINUTES

Approval of the 11-20-2023 Village Board; and file the 09-07-2023 Police and Fire Commission, 10-10-2023 Public Safety Committee, 10-24-2023 Plan Commission, 11-06-2023 Finance Committee meeting minutes as presented.

Motion by Trustee Fenton, seconded by Trustee Miller to approve the 11-20-2023 Village Board; and file the 09-07-2023 Police and Fire Commission, 10-10-2023 Public Safety Committee, 10-24-2023 Plan Commission, 11-06-2023 Finance Committee meeting minutes as presented.

Trustee Evans noted that there was a typo in the item description and that the 10-10-2024 Public Safety Committee should read 10-10-2023 Public Safety Committee. The correction will be made.

Motion carried.

PERSONS REQUESTING TO BE HEARD

None.

BUSINESS PRESENTED BY THE PRESIDENT

President Delorit noted that the first meeting that was scheduled in December (December 4, 2023) had been cancelled by consensus of the Village Board members.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Approve the appointment of Village of Grafton Election Inspectors for the 2024-2025 term, as presented

Village Clerk Kaity Olsen noted that the Election Inspector terms run from January 1 of an even numbered year through December 31 of the following odd numbered year. Election Inspectors must have their terms approved by the Village Board prior to the start of every new term. She further commented that the major political parties must submit lists to the Clerk to have Inspectors appointed and those lists have been received the potential Inspectors have been contacted and asked if they would like to serve and are shown on the attached list.

Motion by Trustee Luft, seconded by Trustee Fenton to approve the appointment of Village of Grafton Election Inspectors for the 2024-2025 term, as presented.

Trustee Evans expressed his appreciation for all those willing to serve included those that have served on the Village Board and those who are current employees of the Village of Grafton.

Trustee Harbeck inquired if there are still openings or if Clerk Olsen is pretty set for the upcoming elections. Clerk Olsen replied that she has 54 Election Inspectors which is slightly more than usual but is always looking for people.

Motion carried.

Resolution Approving the 2024 Wage Adjustment Factor for Non-Represented Regular Village Employees offered by Trustee Harbeck

Village Administrator Jesse Thyges stated that this resolution is required to enact the budgeted cost-of-living adjustment (COLA) for non-represented regular Village of Grafton employees. A two percent COLA was programmed and adopted as part of the 2024 budget.

Motion by Trustee Evans, seconded by Trustee Miller to adopt the resolution approving the 2024 Wage Adjustment Factor for Non-Represented Regular Village Employees. Motion carried.

Director of Community Development/Assistant Village Administrator Jessica Wolff requested that the Board take up item D prior to item C. The Board agreed.

Item 1 / Report of Plan Commission 11-28-2023 - Resolution recommending the Public Participation Plan for the November 2023 Comprehensive Plan Amendment offered by Trustee Miller

Motion by Trustee Luft, seconded by Trustee Fenton to approve the resolution recommending the Public Participation Plan for the November 2023 Comprehensive Plan Amendment. Motion carried.

Item 3 / Report of Plan Commission 11-28-2023 - Resolution recommending the final plat of River Bend Meadows Subdivision Phase 4 offered by Trustee Harbeck

Motion by Trustee Miller, seconded by Trustee Fenton to approve the resolution recommending the final plat of River Bend Meadows Subdivision Phase 4.
Motion carried.

Item 2 / Report of Plan Commission 11-28-2023 - Ordinance adopting the Village of Grafton Comprehensive Plan Amendment related to the Grafton Creative at 1032-1038 12th Avenue and the Locher Subdivision at 887 North Green Bay Road

Motion by Trustee Evans, seconded by Trustee Luft to approve the ordinance adopting the Village of Grafton Comprehensive Plan Amendment related to the Grafton Creative at 1032-1038 12th Avenue and the Locher Subdivision at 887 North Green Bay Road. Motion carried.

Item 1 / Report of Plan Commission 10-24-2023 - Ordinance recommending the renewal of the PUD Planned Unit Development zoning for the Grafton Creative at 1032-1038 12th Avenue

Motion by Trustee Miller, seconded by Trustee Fenton to approve the ordinance recommending the renewal of the PUD Planned Unit Development zoning for the Grafton Creative at 1032-1038 12th Avenue. Motion carried.

Item 1 / Report of Finance 11-20-2023 - Assistant Village Engineer job description and placement within pay grade 20

Administrator Thyges commented that an updated IFC was placed into the packet as there was significant discussion regarding placement of the position with the Village's pay structure. Director of Public Works / Village Engineer Amber Thomas polled the American Society of Civil Engineers as well as nearby communities to confirm that pay grade 20 would be the appropriate placement for the Assistant Engineer. Staff recommendation stands at requesting the job be placed in pay grade 20.

Motion by Trustee Evans, seconded by Trustee Luft to approve the Assistant Village Engineer job description and placement within pay grade 20.

Trustee Harbeck noted that the staff comments indicate this person should be well versed in all Village functions related to engineering, public works construction projects and development projects. To Trustee Harbeck this means this would be someone with experience and does not necessarily align with someone right out of college. She understands pay grade 20 is being requested out of concerns that the Village may not be able to find someone. She is concerned what this says to other employees in pay grade 20 that have more than 25 years' experience if someone new is hired without as much experience or fresh out of college. Her concern is that the people that are already working for the Village with the experience would leave if someone without experience is hired at the same pay grade. Director Thomas clarified that the hope is to hire

someone that does have at least five years' experience and she will be advertising and recruiting for. If the Village cannot find that level of experience, the plan would be to take another look and possibly revise the description based on what they are able to find. Administrator Thyges commented that the equity would not be an issue based on the minimum starting wage and having to work one's way through the pay grade. The employees already in this pay grade are not making the minimum rate of the pay grade. The new hire would be hired at the bottom of the pay grade.

Trustee Fenton inquired if the paygrade could be listed as 19/20 to give us flexibility. Administrator Thyges replied that he does not have those administrative rights to choose between the two pay grades. Trustee Fenton is fine with pay grade 20.

Trustee Evans is content where the pay grade is now and appreciates Director Thomas' assurance that advertising will be done to get someone with the five years' experience and coming back to pay grade 19 if the Village cannot find someone with that experience.

Trustee Miller commented that it sounds like the Village will not be trying to recruit someone at pay grade 19 and if we should try for that first. Administrator Thyges replied that he would like to aim high to start in an effort to find the person we are looking for.

Trustee Luft is fine with the item the way it is. She inquired if there is a time frame Director Thomas has in mind. Director Thomas replied that she will try to get this posted this week and if no qualified candidates come forward, she will revisit this after the holidays.

Motion carried 4-2 (Nays – Harbeck, Miller).

Item 1 / Report of Finance 12-18-2023 - Claim submitted by Mike Haischer, 1843 16th Avenue

The Finance Committee voted to have this item be discussed at the Board of Public Works meeting.

Item 2 / Report of Finance 12-18-2023 - Custodian job description and placement within pay grade 8

Motion by Trustee Miller, seconded by Trustee Fenton to approve the Custodian job description and placement within pay grade 8.

Trustee Evans would feel more comfortable with this position at pay grade 9 considering the extra maintenance duties listed in the job description.

Trustee Luft inquired as to how much the Village is paying right now for the custodial services. Administrator Thyges did not have the information in front of him but commented that what the Village is paying now for the contracted service offsets a majority of this full-time position.

Trustee Harbeck commented that she assumes there will be a higher cost to this position with benefits factored in. She agrees with Trustee Evans that pay grade 9 would be better considering the extra duties.

President Delorit inquired what was budgeted for this position to which Administrator Thyges replied it was budgeted at pay grade 8. With that being said, he believes the budget could accommodate a move to pay grade 9 for this position with the use of contingency funds.

Motion failed 2-4 (Nay-Harbeck, Evans, Delorit, Fenton).

Motion by Trustee Evans, Seconded by Trustee Harbeck to approve the Custodian job description and placement within pay grade 9. Motion carried 4-2 (Nay-Miller, Luft).

Item 3 / Report of Finance 12-18-2023 - Recreation Program Supervisor/Aquatics Director job description and placement within pay grade 13

Motion by Trustee Evans, seconded by Trustee Luft to approve the Recreation Program Supervisor/Aquatics Director job description and placement within pay grade 13.

Motion carried 4-2 (Nay – Harbeck, Miller).

Item 4 / Report of Finance 12-18-2023 - Village of Grafton Classification Structure Resolution offered by Trustee Fenton

Motion by Trustee Evans, seconded by Trustee Luft to approve the Village of Grafton Classification Structure resolution.

Trustee Evans noted that the changes to the classification structure are only from the midpoint and up and that the minimums will remain the same. He inquired if Administrator Thyges looked into the impacts of moving the minimums up as well. Administrator Thyges responded that moving the minimums up would impact a number of new employees that were just hired at those minimum amounts. This would create a number of logistics that would need to be addressed. He further stated that by moving the midpoints and higher up would positively impact those employees that are already at the top of their pay grade and therefore red-boxed. Trustee Evans feels that a full wage study for the Village of Grafton is warranted.

Trustee Fenton approves of the increase to the wage scales and agrees with Trustee Evans that a deeper dive into the wage scales would be great in the future.

Motion carried.

Item 1 / Report of Public Safety Committee - Approval of a 5-year service contract with Flock Safety for License Plate Reading (LPR) Technology

Motion by Trustee Fenton, seconded by Trustee Luft to approve the 5-year service contract with Flock Safety for License Plate Reading (LPR) Technology. Motion carried.

PFAS Class Action Lawsuit Settlement Update

Administrator Thyes reviewed the information of the IFC with the Village Board. The Village has chosen to opt in on the settlement with DuPont and 3M for the PFAS chemicals in the water. Godfrey and Kahn is a law firm that has assisted the water utility in the past with environmental issues. They have provided a detailed benefit/disadvantage analysis of the Village's choice to opt in or opt out of this lawsuit and the benefits of opting in outweigh the disadvantages. Estimated settlement payments for the Village are approximately \$1 million from 3M and \$100,000 from DuPont in installments over twelve years beginning as early as 2024 assuming courts give final approval. Administrator Thyes also commented that fortunately, the Village of Grafton does have very low PFAS in our water system.

DEPARTMENT AND OFFICERS REPORT

Village Administrator's Report

Village Administrator Jesse Thyes provided the following updates for the Village Board:

- Veteran's Park pavilion bids are due on January 9, 2024
- Tax collection is ongoing and the Village has collected about \$4.15 million in taxes this season compared to \$3.6 million collected by this same time last year.
- Administrator Thyes wished the Village Board a Merry Christmas

LICENSES

Approval to issue Operator's Licenses

Motion by Trustee Miller, seconded by Trustee Fenton to approve the issuance of operator's licenses as presented. Motion carried.

Approve the denial of the issuance of an Operator's License

Motion by Trustee Evans, seconded by Trustee Luft to approve the denial of the issuance of an Operator's License based on the report and recommendation of the Police Chief. Motion carried.

REPORT OF BILLS

Approval of Village Expenditures: \$762,181.70

Motion by Trustee Luft, seconded by Trustee Miller for the approval of Village expenditures in the amount of \$762,181.70. Motion carried.

ADJOURN

Motion by Trustee Harbeck, seconded by Trustee Fenton to adjourn at 6:51 p.m. Motion carried.

DRAFT